



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SERVICES CENTER  
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CHANGE NO. 7  
DoD 4100.39-M

CH 7  
DoD 4100.39-M  
Volume 4

DLSC-VPH  
1 January 1997

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 4, DoD 4100.39-M, 1 January 1995, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

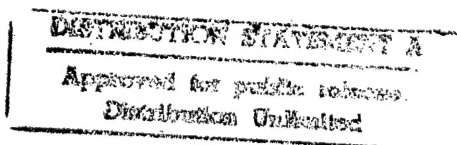
	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Glossary	iii thru viii, xv thru xviii, xxvii and xxviii, xxxiii and xxxiv 1 and 2	iii thru viii, xv thru xviii, xxvii and xxviii, xxxiii and xxxiv 1 and 2
Table of Contents	4.1-3 and 4.1-4	4.1-3 and 4.1-4
Chapter 1	4.3-1 and 4.3-2	4.3-1 and 4.3-2
Chapter 3	4.8-3 and 4.8-4	4.8-3 and 4.8-4
Chapter 8	4.10-1 and 4.10-2	4.10-1 and 4.10-2
Chapter 10	4.12-9 thru 4.12-18	4.12-9 and 4.12-18
Chapter 12	1 and 2	1 and 2
Appendix 4-12-B	1	1
Appendix 4-12-F	4.13-1 thru 4.13-6	4.13-2 thru 4.13-6
Chapter 13	4.16-1 and 4.16-2	4.16-1 and 4.16-2
Chapter 16	4.18-3 thru 4.18-8, 4.18-11 and 4.18-12, 4.18-15 and 4.18-16	4.18-3 thru 4.18-8, 4.18-11 and 4.18-12, 4.18-15 and 4.18-16
Chapter 18		

II. SIGNIFICANT CHANGES.

A. The page changes are effective upon receipt.

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DLSC - The Key to Readiness

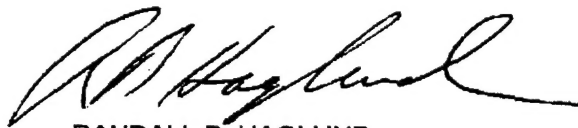


DLSC QUALITY ASSURED 1

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B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed in the change sheet for volume 1.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND  
Colonel, USMC  
Commander  
Defense Logistics Services Center

III. This change sheet will be filed in front of Volume 4 for reference purposes after changes have been made.

DISTRIBUTION: Defense Logistics Agency: 41, 42

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GLOSSARY  
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6,14,15	APSN	Association Package Sequence Number	
ACN	Advance Change Notice, FLIS	1,2	AQL	Acceptable Quality Level	2,14
ADC	Air Dimension Code	15	AR	Army Regulation	2,6,13
ADP	Automatic Data Processing	1,3,4,7	ARC	Accounting Requirements Code	15
ADPEC	Automatic Data Processing Equipment Identification Code	6,15	ASCII	American National Standard 2 Code for Information Interchange	
ADPP	Automatic Data Processing Point	15	ASD	Assistant Secretary of Defense	
ADPS	Automatic Data Processing System	1	ASPR	Armed Services Procurement Regulation	7
AEDA	Ammunition, Explosives, and Other Dangerous Articles	10	CAC	Civil Agency Catalog	15
AFFC	Air Force Fund Code		CAGE	Commercial and Government Entity Code	1,2,4,5, 6,7,14,15
AFLC	Air Force Logistics Command	6,13	CAO	Contract Administration Office	1,15
AFM	Air Force Manual	6,13	CB	Change Bulletin	15
AIN	Approved Item Name	3,4,6	CCAL	Certified Contractor Access List	15
AINRP	Approved Item Name Reclassification Program	6	CDA	Catalog Data Activity	6
AMC	Acquisition Method Code	6,14	CIC	Card Identification Code, Item Management Coding	4,6,14 2
AMSC	Acquisition Method Suffix Code	6,14		Content Indicator Code	2
ANSI	American National Standards Institute, Inc.	2,3,7		Continuation Indicator Code	

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		<b>Volume(s)</b>			<b>Volume(s)</b>
CIT	Consumable Item Transfer	6	DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13
CMD	Catalog Management Data	1,2,4,5,6,7,14,15	DISC	Defense Industrial Supply Center	2,14
COM-RI	Communications Routing Identifier	2,6	DLA	Defense Logistics Agency	1,2,4,5,6,13,14,15
CSS	Cataloging Statistical Series	2,14	DLAH	Defense Logistics Agency Handbook	
DA	Description Available	15	DLAR	Defense Logistics Agency Regulation	6,13
DAAS	Defense Automatic Addressing System	1,2,6	DLSC	Defense Logistics Services Center	All
DAASO	Defense Automatic Addressing System Office	1,2,4,5,6,14	DM	Descriptive Method (Item Identification)	2,14
DAC	Document Availability Code	4	DoD	Department of Defense	All
DCN	Document Control Number	1,4	DoDAAC	Department of Defense Activity Address Code	All
DCSN	Document Control Serial Number	6	DoDAAD	Department of Defense Activity Address Dictionary	
DD Form	Department of Defense Form	1,2,3,4,5,7,15	DoDAC	Department of Defense Ammunition Code	3
DEMIL	Demilitarization	4,15	DoDD	Department of Defense Directive	1
DESC	Defense Electronics Supply Center	2,14	DoDI	Department of Defense Instruction	6,14
DFSC	Defense Fuel Supply Center	2,14	DOE	Department of Energy	2,4
DHCO	Departmental Headquarters Catalog Office	2,14	DRMS	Defense Reutilization and Marketing Service	1,15
DIA	Defense Intelligence Agency	13			
DIC	Document Identifier Code	1,2,4,6,7,13,14,15			



		Volume(s)			Volume(s)
DPSC	Defense Personnel Support Center	2,13,14	ERRC	Expendability, Recoverability-Reparability Code	
DRIS	Defense Retail Interservice Support		ESDC	Electrostatic Discharge Codes	8,9,10,15
DRN	Data Record Number	1,2,4, 5,6,7,13	FAA	Federal Aviation Administration	1,2,4,6,13
DSC	Defense Supply Center	1,2,4,6	FC	Foreign Countries	2,4,6
<b>DSCC</b>	<b>Defense Supply Center Columbus</b>	<b>2,14</b>	FD	Functional Description	1
<b>DSCR</b>	<b>Defense Supply Center Richmond</b>	<b>2,14</b>	FDM	Full Descriptive Method (Item Identification)	2
DSN	Defense Switched Network (Formerly: Automatic Voice Network - Autodin)	1,2,3,4,5	FG	Foreign Government	4
DSOR	Depot Source of Repair	6	FII	Federal Item Identification	2,4,6
<b>DSWA</b>	<b>Defense Special Weapons Agency</b>	<b>2,4,6,13,14</b>	FIIG	Federal Item Identification Guide	1,2,3,4, 5,7,14,15
<b>DSWACA</b>	<b>Defense Special Weapons Agency Cataloging Activity</b>	<b>4</b>	FLIS	Federal Logistics Information System	All
EAM	Electronic Accounting Machine	1,2,4, 6,7,13	FIND	Federal Item Name Directory	4,15
ED	Effective Date	2,6,13	FMS	Foreign Military Sales	2,13
ELCD	Extra Long Characteristic Description	2,3,4	FMSN	File Maintenance Sequence Number	2,4,6
ELRN	Extra Long Reference Number	2,3,4	FMSO	Fleet Material Support Office	6,13
EOJ	End of Job		FRD	Formerly Restricted Data	4
EOT	End of Transmission	2	FSC	Federal Supply Classification	1,2,3,4, 5,6,13, 14,15

		Volume(s)			Volume(s)
FSG	Federal Supply Group	1,5,6,13,14,15	IMMC	Integrated Materiel Management Committee	6
GIM	Gaining Inventory Manager	2,6	IMSS	Item Management Statistical Series	6,14
GIMM	Gaining Inventory Materiel Manager	2,6	INC	Item Name Code	1,3,4,5,6,14,15
GIRDER	Government/Industry Reference Data Edit and Review	4	IOS	International Organization for Standardization	6
GSA	General Services Administration	1,2,3,4,6,7,13,14	IRRC	Issue, Repair and/or Requisitioning Restriction Code	
HMC	Hazardous Materiel Code	15	ISAC	Identified Secondary Address Coding	
HMIC	Hazardous Material Indicator Code	8,9,10,15	ISC	Item Standardization Code	4,5,6,15
I&S	Interchangeability and Substitutability	1,5,6,14	JAIEG	Joint Atomic Information Exchange Group	4
ICP	Inventory Control Point	6,13,14	JAN	Joint Army-Navy	2
II	Item Identification	1,2,3,4,5,6,13	JANAP	Joint Army-Navy-Air Force Publication	2,7
IIM	Item Intelligence Maintenance	2	LCL	Less Than Carload Rating Code	15
ILDT	Item Logistics Data Transmittal	4	LIM	Losing Inventory Manager	6
IMC	Item Management Coding	1,2,6,13,14	LMF	Language Media Format	2
IMCA	Item Management Classification Activity	2,6	LOA	Level of Authority	2,6,13,14
IMM	Item Management Coding Activity	13,14	LR	Logistics Reassignment	4,6
IMM	Integrated Materiel Manager	1,2,4,6,13,14	LS	Lead Service	6

		Volume(s)			Volume(s)
LTL	Less Than Truckload Rating Code	15	MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15
MAC	Maintenance Action Code	6			
MC	Marine Corps	1,2	MILSTRIP	Military Standard Requisitioning and Issue Procedure	6
MCC	Materiel Category Code Materiel Condition Code				
MCLB	Marine Corps Logistics Base	13	MIM	Military Inventory Manager	14
MCO	Marine Corps Order	13	MM	Materiel Manager	
MCSA	Marine Corps Supply Activity		MMAC	Materiel Management Aggregation Code-AF	1,13
MEC	(Marine Corps) Management Echelon Code	13,15	MMC	Materiel Management Category Code-DoD (Commodity)	13
MFR	Manufacturer	4	MOE	Major Organizational Entity	1,2,3,4,5,6,13,14
MIL-RI	Military Routing Identifier	6			
MILSCAP	Military Standard Contract Administration Procedure	1,7,15	MOWASP	Mechanization of Warehousing and Shipment Processing	6
MILSPEC	Military Specification	3	MRC	Master Requirement Code	1,3,4,5,15
MILSTAAD	Military Standard Activity Address Directory		MRD	Master Requirement Directory	3,15
MILSTAMP	Military Standard Transportation and Movement Procedure	6	MRM	Military Retail Manager	14
MILSTD	Military Standard	2,3,4,7	MTMC	Military Traffic Management Command	1,2,4,6,15
MILSTICCS	Military Standard Item Characteristics Code Structures	3,15	NADEX	NATO Data Exchange	1
			NAIN	Non-Approved Item Name	

		Volume(s)			Volume(s)
NATO	North Atlantic Treaty Organization	1,2,4,5,6,7,13,15	PDM	Partial Descriptive Method (Item Identification)	2,4
<i>NCAGE</i>	<i>NATO Commercial and Government Entity</i>	<i>1,4,5,7,15</i>	PIC	Priority Indicator Code	1,2,4,5,14
NCB	National Codification Bureau	2,4	PICA	Primary Inventory Control Activity	1,2,4,5,6,13,14
NDUP	Non-Duplicate	4	PMIC	Precious Metals Indicator Code	6,15
NHCI	Nuclear Hardness Critical Item	2,4	PORM	Plus or Minus	2,3
NIDS	Nuclear Integrated Data System	4	PSCN	Permanent System Control Number	1,2,4,5,6,15
NIIN	National Item Identification Number	All	PSMAT	Provisioning Screening Master Address Table	1,5,7
NIMSC	Nonconsumable Item Material Support Code	2,6	PSN	Package Sequence Number	1,2,4,5,7
NMFC	National Motor Freight Classification (Code)	1,2,6,15	PSOS	Pseudo Source of Supply	6
NOCA	Nuclear Ordnance Cataloging Activity	2,4	PVC	Price Validation Code	
NOCO	Nuclear Ordnance Cataloging Office	2,4	Q/R	Query Response, Electronic Data Transmission	
NSA	National Security Agency	1,2,4,6,13,14	QUP	Quantity Unit Pack	2,6,15
NSN	National Stock Number	1,2,3,4,	RCS	Reports Control Symbol	2,14
OCR	Optical Character Recognition (Reader)	1,2,7	RD	Restricted Data	4
ODRC	Output Data Request Code	1,2,4,5,6	RIC	Routing Identifier Code	1,2,6
OE	Organizational Entity	1,4,5,7,15			

	Volume(s)
<b>Continuation Indicator Code (CIC).</b> See DRN 8555, volume 12.	1,4
<b>Contract Administration Office Code (CAO).</b> See DRN 8870, volume 12.	1,15
<b>Controlled Inventory Item Code (CIIC).</b> See DRN 2863, Volume 12.	15
<b>Conversion.</b> The transformation of a value to an equal or equivalent value in a different term or scale.	3
<b>Coordinating Activity.</b> An activity having the responsibility for inter-Service/Agency coordination.	
<b>Criticality Code.</b> See DRN 3843, volume 12.	1,4,5,15
<b>Data Chain.</b> A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4,5
<b>Data Changes.</b> All transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2,4,6
<b>Data Code.</b> A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense <i>Special Weapons</i> Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
<b>Data Element.</b> A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1,4,5,6, 7,15
<b>Data Element Dictionary (DED).</b> An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.	1
<b>Data Element Terminator Code.</b> See DRN 8268, volume 12.	1,4
<b>Data Exchange.</b> The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2

	Volume(s)
<b>Data Item.</b> A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	
<b>Data Range Criteria.</b> Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3
<b>Data Record Number (DRN).</b> See DRN 0950, volume 12.	1,2,4,5, 6,7,15
<b>Defense Retail Interservice Support (DRIS) Program.</b> A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
<b>Deletion Reason Code.</b> See DRN 4540, volume 12.	6,14
<b>Demilitarization.</b> The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4,15
<b>Department of Defense Activity Address Code (DoDAAC).</b> See DRNs 0395 and 6550, volume 12.	
<b>Department of Defense Activity Address Directory (DoDAAD).</b> The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
<b>Department of Defense Ammunition Code (DoDAC).</b> See DRN 3767, volume 12.	3,15
<b>Depot Source of Repair (DSOR).</b> An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service cataloging function.	6
<b>Design Control Reference.</b> The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2,4
<b>Document Availability Code (DAC).</b> See DRN 2640, volume 12.	
<b>Document Control Serial Number.</b> See DRN 1000, volume 12.	1,5,6

	Volume(s)
<b>Document Control Number.</b> See DRNs 1015 and 3920, volume 12.	4,5,6,15
<b>Document Identifier Code (DIC).</b> See DRN 3920, volume 12.	1,2,4, 5,6,7, 13,14, 15
<b>DoD/Federal Functional Manager.</b> The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-MM), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1
<b>DOE Controlled Commercial Items.</b> End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through <i>DSWA</i> and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE 87991.	4
<b>DOE Special Design Items.</b> End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense <i>Special Weapons Agency (DSWA)</i> and may be categorized as "war reserve quality", "training quality", or "single quality".	4
<b>Drop Table.</b> Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.	1
<b>Economic Feasibility.</b> The determination of the cost effectiveness of a data system change. Design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development.	1
<b>Effective Date (ED).</b> The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.	2,5,6,13

	Volume(s)
<b>Electronic Data Transmission.</b> This is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTODIN)).	1,2,4, 5,6,7
<b>Electronic Data Transmission Message Control.</b> A procedure that may be used by interested recorded users to identify and verify receipt of FLIS data transmitted <i>electronically</i> for a fixed time period. See volume 8, DIC KWA.	2
<b>Electrostatic Discharge Code.</b> A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic interference damage.	8,9,10,15
<b>End of Transmission (EOT).</b> An ADP term indicating the conclusion of a transmission.	
<b>Equivalency Criteria.</b> Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
<b>Estimated Demand.</b> See DRN 0727, volume 12.	
<b>Estimated or Actual Price.</b> See DRN 0731, volume 12.	
<b>Expendability, Recoverability-Reparability Code (ERRC).</b> See DRN 2655, volume 12.	
<b>Extra Long Characteristics Description (ELCD).</b> Characteristics description data which consists of 5,000 characters or more.	2,3,4
<b>Extra Long Reference Number (ELRN).</b> A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
<b>Federal Catalog System.</b> A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6, 14,15



	Volume(s)
<b>National Stock Number (NSN).</b> See DRNs 3960, 3790, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1,2,3,4, 5,6,13, 14,15
<b>NATO Commercial and Government Entity (NCAGE).</b> See DRN 4140, volume 12.	1,4,5, 7,15
<b>NATO Stock Number (NSN).</b> An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1,4,6
<b>Navy Cognizance Code.</b> See DRN 2608, volume 12.	1,13
<b>Next Higher Classifiable Assembly.</b> This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. Also, the classification of the higher assembly is indicated specifically in Groups and Classes of the Federal Supply Classification (Cataloging Handbook H2-1) or is listed specifically as an entry in the Numeric Index (Cataloging Handbook H2-2). The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
<b>Nominal Value.</b> A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, cage number, or decimal number.	
<b>Non-Approved Item Name (NAIN).</b> See DRN 5020, volume 12.	3
<b>Non-Duplicate (NDUP).</b> When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
<b>Normal Source of Procurement.</b> See DRN 0721, volume 12.	
<b>Nuclear Hardness Critical Item (NHCI).</b> As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
<b>On Hand/Due In.</b> See DRN 0722, volume 12.	

	Volume(s)
<b>Operational Feasibility.</b> The determination of whether a data system change will operate properly and be properly used once developed and implemented.	1
<b>Operational Need Date.</b> See DRN 0726, volume 12.	
<b>Optical Character Recognition (Reader) (OCR).</b> A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.	1,2,7
<b>Organizational Entity (O.E.).</b> An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.	1,3,4, 5,6,7, 14,15
<b>Original Federal Item Identification.</b> An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.	4
<b>Originating Activity.</b> Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense <i>Special Weapons</i> Agency), the originating activity assumes the status also of a submitting activity.	2,4,5,6
<b>Originating Activity Code.</b> See DRN 4210, volume 12.	1,4,5, 6,15
<b>Output Data Request Code (ODRC).</b> See DRN F 4690, volume 12.	1,2,4,5,6
<b>Package Sequence Number (PSN).</b> See DRN 1070, volume 12.	1,2,4, 5,7,14
<b>Partial Descriptive Method Item Identification (PDM).</b> A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.	2,4,14
<b>Permanent System Control Number (PSCN).</b> See DRN 4250, volume 12.	1,2,4, 5,6,15
<b>Physical Security/Arms, Ammunition and Explosives Security Risk/Pilferage Codes.</b> See DRN 2863, volume 12.	15

	Volume(s)
<b>Simplified File Maintenance (SFM).</b> FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1,2
<b>Single Quality Items.</b> Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
<b>Single Submitting Activity.</b> See DRN 9255, chapter 12.2.	2,4
<b>Source Controlled Federal Item Identification.</b> A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
<b>Source of Supply Code (SOS).</b> See DRN 3690, chapter 12.2.	4,5,6, 14,15
<b>Source of Supply Modifier Code (SOSM).</b> See DRN 2948, chapter 12.2.	6
<b>Specially Designed Item.</b> The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment" as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
<b>Special Packaging Requirement.</b> See DRN 0725, volume 12.	
<b>Standard Requirement.</b> A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
<b>Standard Test Data Base (STDB).</b> Maintained at DLSC with data input by Services/Agencies participating in the interface test program.	1
<b>Statistical Indicator Code.</b> See DRN 3708, volume 12.	
<b>Submitted Package Sequence Number (SPSN).</b> See DRN 8328, volume 12.	
<b>Submitter Code.</b> See DRN 2535, volume 12.	

	Volume(s)
<b>Submitting Activity.</b> Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense <i>Special Weapons</i> Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,3,4, 5,6,7
<b>Submitting Activity Code.</b> See DRN 3720, volume 12.	1,4,5,15
<b>Supply Management Data.</b> Item data which do not affect NSN assignment but are necessary to support logistics functions.	3,6
<b>Supply Support and Cataloging Action Request.</b> Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
<b>Supply Support Request (SSR).</b> A request submitted by the activity responsible for supporting an end item being provisioned to a Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
<b>Suspense File.</b> The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4,5
<b>System Change Request (SCR).</b> A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities.	1,6,15
a. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation.	
b. Expedite - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation.	
c. Emergency - an SCR required to maintain the operational status of FLIS.	
<b>System Control Number(SCN).</b> See DRN 3735, volume 12.	4,6
<b>System Support Record (SSR).</b> The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-Up, Graphics, Process Control, Mass Changes to FLIS data base Mass Data Retrieval, and Tailored Data Interrogations.	1,2,5, 6,7,13, 14,15

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and actions for subsequent maintenance of the item-of-supply concept as situations for adjustment develop. It outlines item-of-supply concept parameters in accordance with the Federal Catalog System Policy Manual and automated design guidance.

(1) New items introduced into the supply system result in the preparation and submission of an item identification for the assignment of a NIIN by DLSC. Once assigned, the NSN (i.e., the Federal Supply Class (FSC) and NIIN) identifies the item for all logistics functions. As a result of standardization actions, certain items are described and assigned a PSCN to establish the parameters of a potential item of supply.

(2) Although throughout this manual the terms PSCN and NIIN are used synonymously, the PSCN is identified and numbered as a potential item of supply to be converted to a NIIN as need for the item becomes known. PSCN records, therefore, will not contain B (Major Organizational Entity (MOE) Rule and Related Data) or H (Catalog Management Data (CMD)) segments. These segments will be introduced (segment B) with the conversion transaction and subsequently added to the Service's Management Data List (ML) (segment H) on the effective data.

(3) This volume has been divided into chapters according to the major kinds of processing required to submit data into FLIS. (Refer to the Table of Contents for the particular operation to be performed.) Preparation and transmittal of item logistics data is to be performed in accordance with the guidelines contained herein.

d. Promulgation and Utilization of Item Identifications.

(1) Publication and Distribution of Federal Identifications (FIIs). Descriptive Method (Type 1, 1A, 1B, 4 4A, 4B) and Reference Method (Type 2) FIIs are published and distributed to Government activities and may also be distributed to private industry as stated in paragraph 15.1.1.c of this manual.

(2) Use of FIIs

(a) FIIs are promulgated to the various Government activities with the Federal Catalog data to be used to serve the following:

(1.) A medium to be used as a standard language or terminology understandable and usable throughout the Federal Government in all of the various functions of supply management, including determination of requirements, procurement, production, distribution, maintenance, and disposal of materiel.

(2.) As an aid in establishing equivalency, interchangeability and substitutability between items of supply.

(3.) As an aid in the reduction, through the elimination of duplicate item identifications, of the number of items procured, stored and issued.

(4.) As the basis for effective cross servicing.

(5.) As a tool for industrial mobilization planning and for industrial mobilization.

(6.) As the basic source of catalog data to be used in the preparation of any document or publication disseminating catalog data. (Any activity may add whatever data is required solely for its own use, provided that the item of supply concept expressed by the FII is not changed thereby).

(b) Portions of a FII may be extracted as deemed appropriate to meet the needs of the particular use to which it is put, and the sequence of the data may be varied to the extent deemed most effective for that use, provided that extraction and rearrangement does not have the effect of altering the item of supply concept expressed by the FII. Similarly, certain terms, symbols, and abbreviations which normally consist of or contain lower case letters appear in FIIs in upper case letters due to the

method of transmission. Such data, when used in activity catalogs, manuals, allowance lists, and other publications, may be converted from upper case to lower case letters in order to conform with standard practice and usage.

#### 4.1.3 Stock Numbering Criteria.

a. Items of personal property in the FLIS that are recurrently use, bought, stocked, or distributed are named, described, classified, and numbered so that only one distinctive combination of numerals (NSN) identifies the same item throughout the Federal Supply System. This includes:

(1) Items selected for central management, procurement and stockage, including both centrally and locally procured items.

(2) Items stocked in the main/consolidated supply component of a consumer installation for the purpose of providing supply support to area requisitions.

(3) Items, including local stock numbered items, for which three or more material demands/requisitions are recorded within a 180 day period without regard to the Military Service(s)/Civil Agencies from which the demands were received. All user interest will be registered in the FLIS for each participant from which demands have been received. This criterion also applies to items procured directly from a commercial source for immediate use.

(4) Items other than the above which, at option of each Military Service/GSA component, are required to comply with logistics programs wherein identification by NSN is essential.

(5) Items provided through the Foreign Military Sales Program, NATO agreements and other U.S. bilateral agreements.

b. Items in the following categories will be excluded from being assigned NSNs, and may be assigned local stock numbers. (NOTE: A local stock number may be configured the same as an NSN, i.e., thirteen characters, except that the last nine characters may not all be numeric.)

(1) Items procured on a one-time basis for immediate use in research and development, experimentation, construction, installation, and maintenance.

(2) Items furnished by contractors in fulfillment of service contracts which may provide for overhaul and repair of specified equipments, providing such items are consumed in the overhaul cycle and do not enter the logistics system.

(3) Printed forms, charts, manuals, books, or the like, subject to central administrative numbering controls within a bureau, service or command.

(4) Ships, aircraft, and other major end items for which management and control are exercised through the application of unique identification systems.



## CHAPTER 3

### VERIFICATION OF MANUFACTURERS' REFERENCE NUMBERS USED IN THE FEDERAL CATALOG SYSTEM

#### 4.3.1 Purpose, Scope, and Background

a. This chapter provides the procedures and form for verification of manufacturers' numbers and is applicable to the Defense Logistics Agency (DLA), Military Services, General Services Administration (GSA), the Coast Guard, the Federal Aviation Administration (FAA), National Security Agency (NSA), and Defense *Special Weapons Agency (DSWA)*. These procedures are to be used to verify a part/reference number with a manufacturer when a number cannot be validated with the available data (e.g., drawings, specifications, and commercial catalogs).

b. Extensive efforts are made to obtain supporting technical documentation concurrently with cataloging actions. However, many National Stock Number (NSN) requests are received wherein the item is identified only by a Commercial and Government Entity Code (CAGE) and part number. Reference numbers for addition to existing items are also received without supporting data. Often CAGE Code and related data is listed in error, replaced, changed, not recognized by the cited manufacturer or represents an item no longer produced. Use of such data without verification results in items erroneously entering the Federal Catalog System, supply records, technical documents and related publications. This requires costly corrective action and can also result in costly procurement errors.

#### 4.3.2 Procedures for Completing DD Form 1982

a. Verification of any part/reference number used to identify an item of production or supply shall be initiated prior to its submittal for NSN assignment/maintenance.

b. When required, originators/submitters of cataloging actions in support of NSN assignment will utilize DD Form 1982 to verify the number and

its format when supporting technical data is not available. The part/reference number will be verified with the manufacturer represented by the associated CAGE Code. DD Form 1982 may also be used to accomplish catalog maintenance review projects.

c. The requester will enclose with the DD Form 1982 a preprinted, self-addressed, first class marking label as authorized by Title 39, USC, Section 3202b, the Postal Service. Additionally, the requester will indicate that the marking label is for the manufacturer's convenience in returning the requested data free of mailing costs.

d. DD Form 1982 will be prepared as follows (see appendix 4-3-A):

(1) Block 1 - Enter the requester's control number.

(2) Block 2 - Enter the name, address, and ZIP code of the firm to which the request is being submitted.

(3) Block 3 - Enter requester's address and ZIP code, including the office symbol of the organizational element to receive reply.

(4) Part I, Blocks 4A through 4E - Enter part/reference number, name of item, Federal Supply Class (FSC), National Item Identification Number (NIIN) (if subsequent to stock number assignment), and end item or next higher assembly where the part is used, if known. List the same information on the reverse for more than one part/reference number (of the same manufacturer) that represent the same part, or for an aggregate of part/reference numbers (of the same manufacturer) that represent different parts.

(5) Part I, Blocks 5A through 5C - Place an

"X" in appropriate box(es). Enter affiliated manufacturer's name in block 5B, if applicable.

(6) Part I, Block 6 - Print or type name and title of individual authorized to sign correspondence to industry.

(7) Part I, Block 7 - Named individual will sign and date.

e. Initiate cataloging action for NSN assignment, whether or not a reply from the manufacturer has been received, in sufficient time so that NSNs can be provided within the allotted time frames. Telephone requests may be made to manufacturers, if required.

f. If the manufacturer marks in part II of the DD Form 1982:

(1) Box 8A or 8B - Initiate normal cataloging action or do not change the NSN record.

(2) Box 8C or 8E.

(a) If proposed action is to add a reference (Document Identifier Code (DIC) LAR) to an existing NSN or if an NSN has not been assigned to the item, reject the request for cataloging action. Provide a copy of the manufacturer's reply to the originator.

(b) If an NSN has been assigned, perform an asset check and a procurement record check for the NSN involved. If the condition 8C or 8E problem cannot be resolved with the part number and source data found in the procurement file and if stock exists, perform a physical inspection of the item (in the warehouse). Determine the correct part number and manufacturer or additional part numbers and manufacturers for the item of supply.

(1.) If an additional or corrected part number(s) and/or manufacturer(s) is found, forward

DD Form 1982 to the manufacturer(s) and update the item identification accordingly.

(2.) If an additional or corrected part number(s) and/or manufacturer(s) is not found, collaborate the cancellation of the NSN in accordance with volume 2, chapter 2.2. Include a copy of the manufacturer's reply with the cancellation proposal.

(3) Box 8D - Reject the request for cataloging action, with a copy of the manufacturer's reply attached, to the originator. If an NSN has been assigned, request a technical determination be made by the originator as to the suitability of the replacing part. If found unsuitable, withdraw interest.

(4) Box 8F or 8I - Initiate normal cataloging action using the corrected format or "changed to" part/reference to establish or change an NSN record. Provide the originator of the cataloging request with a copy of the manufacturers' reply.

(5) Box 8G - Initiate normal cataloging action that includes both part/reference numbers. If an NSN has been assigned, add the new part/reference number and change the Reference Number Category Code and Reference Number Variation Code of the originally submitted part/reference number, if required.

g. Technical data received as a result of these procedures shall be retained for future use. this is a blank page

chapter 8.1 for fixed format procedures, volume 9, chapter 9.1 for variable format procedures and volume 2, section 2.3.2 for data transmission procedures. (See DIC LCD if the other data element(s) are to be changed but no FSC change is involved.)

(3) Change Data Element(s) (LCD). The preparation and submission, when no FSC change is involved, of the following data elements for an existing NIIN or PSCN:

Guide Number, FIIG Item Name Code  
Item Name Non-Approved Type of Item  
Identification Reference/  
Partial Descriptive Method Reason  
Code Demilitarization Code Criticality Code,  
FIIG

When changing combinations of type, item name, or FIIG number concurrently, an LMD transaction must be submitted. When an LMD transaction involves a transfer from type 2 to any descriptive type, the Guide Number, FIIG (DRN 4065) and Criticality Code, FIIG (DRN 3843) are mandatory data elements in segment R of DIC LCD. See chapter 4.9 for instructions covering the applicable data elements being changed. See DIC LCG if an FSC is also involved. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

(4) Add Data Element(s) (LAD). The preparation and submission of data to add the Reference/Partial Descriptive Method Reason Code or the Demilitarization Code to an existing NIIN. This transaction is used when transferring or revising the type of Item Identification (II) to a type 2, 4, 4A(M), or 4B(N) from any other type of II or when adding the RPDLMRC to one of these types of II for the first time. See chapter 4.9 for instructions applicable to RPDLMRC and type changes. See volume 8, chapter 8.1 for fixed format procedures or volume

9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures. See DIC LMD for multiple input DIC submittals since this transaction normally requires that a type change accompany it within the same transaction package.

#### 4.8.2 Revision of FSC Assigned to an FII.

a. Authority and Method for revision. The revision of a FSC assigned to a FII may be effected by DLSC or may be proposed by an activity upon its own initiative, or upon instruction from the Directorate of Logistics Information Management, DLSC-S, for review and approval in accordance with the Item Identification section in this manual.

b. Restriction on Revision. The FSC assigned to a Type 1, 1A, 1B, 4, 4A, or 4B FII shall not be revised under the conditions cited in subparagraph c(3), (4) and (5) below, except when collaboration with all using activities furnished adequate evidence to support such reclassification. The FSC assigned to a Type 2 FII shall not be revised under any of the conditions cited below, except when collaboration with all using activities furnished adequate evidence to support such reclassification.

c. Conditions for Revision. Subject to the restriction stated above, the FSC to a FII shall be revised:

(1) When it is determined that the FSC was incorrectly assigned because:

(a) The assigned code number is a nonexistent code number.

(b) The FSC structure authorized classification of the item represented the FII in one single class only, and the assigned code number is other than the single authorized code number.

(c) The FSC structure authorizes classification

of the item represented by the FII on the basis of application to its next higher classifiable assembly, and the assigned code number is other than the correct code number for the next higher classifiable assembly cited in reply to PAC ZZZV (FSC Application Data).

(2) When a change in the FSC structure makes the assigned FSC incorrect.

(3) When the FSC, assigned on the basis that the item was specially designed, is subsequently determined to be incorrect because the item is proved to have application to two or more different types of equipment, and is therefore appropriately classified as a "multiapplication" item in the class established for the multiapplication item.

(4) When the FSC was assigned on the basis of multiple application of the item to two or more different types of equipment, and it is subsequently determined that the item is, in fact, specially designed.

(5) When the FSC was assigned on the basis of application of the item to one of its next higher assemblies, and the application is subsequently determined to have become obsolete, or less useful to the using activities than a FSC assigned on the basis of application to a different higher assembly.

d. When the FSC Assigned to an FII requires revision, the activity desiring to propose such revision shall proceed in accordance with the following paragraphs.

(1) Forward to all recorded collaborating activities for concurrence proposed revised FSC data in accordance with volume 2, chapter 2.2.

(2) Prepare an FII in accordance with volume 2, chapter 2.8 and volume 8 or 9 reflecting the proposed FSC, which is concurred in by all authorized collaborators, in segment A.

#### **4.8.3 Change FSC and Item Name; FSC and Type of Item Identification; or FSC, Item Name, Type of Item Identification, and RPD MRC for a Type 2 FII**

a. Prepare and forward a Change Data Element action (LCD) or a Change FSC, Item Name, Type of Item Identification, or RPD MRC action (LCG) in accordance with section 4.8.1 for each type 2 FII for which a change in name or name and FSC is concurred in by all recorded collaborating activities.

b. When the item identification type code of a type 2 requires change, the resulting item will be either a type 1, 1A(K), 1B(L), 4, 4A(M), or 4B(N). Change of type for a type 2 requires a transfer action in accordance with chapter 4.9.

c. FSC changes only will be prepared in accordance with section 4.8.2.

#### **4.8.4 Reference Number Change Actions**

a. Reference number changes (i.e., CAGE Codes and/or reference numbers) require that two transactions be submitted concurrently (LMD) within the same document number for processing: i.e., an Add Reference Number action (LAR) in accordance with volume 2, chapter 2.9 and Delete Reference Number action (LDR) in accordance with section 4.8.5.

b. Reference number related code changes are submitted under DIC LCR. The reference number and CAGE Code cannot be changed with this DIC. However, when using this DIC the reference number and CAGE Code must be submitted as recorded in the FLIS.

(1) When the reference number for which the

## CHAPTER 10

### CANCELLATION OF A FEDERAL ITEM IDENTIFICATION (FII)

**4.10.1 Action by the Submitting Activity.** When cancellation of an FII is required under the conditions set forth in this manual, the submitting activity shall prepare a request for cancellation in accordance with the following:

a. A Cancel-Duplicate (Document Identifier Code LKD) action is required when an item identification is determined to be a duplicate of another item identification representing the same item of supply. A Permanent System Control Number item identification duplicating a National Item Identification Number (NIIN) or another PSCN item identification also requires a Cancel-Duplicate action. Prepare applicable cancellation data (DIC LKD) for the item identification (NIIN or PSCN) to be cancelled. For priority of cancellation of NIINs, see volume 10, table 12. A NIIN cannot be cancelled as a duplicate of a PSCN. A PSCN can be cancelled as a duplicate of either a NIIN or another PSCN.

(1) A Cancel-Duplicate request will not be approved by the Defense Logistics Services Center (DLSC) unless the FIIs actually duplicate item-of-supply concepts. When each of the FIIs depicts a valid and different (although closely related) item-of-supply concept but only one of these FIIs is required by an activity, alternative action should be taken: Either cancel the item identification using DIC LKU (see below) or submit a Delete MOE Rule (LDU) for the FII not required and adopt (LAU) the FII required. (See volume 6, chapter 6.3 for Major Organizational Entity (MOE) Rule actions.)

(2) When an FII proposed for cancellation is considered to be a duplicate of another FII, the submitting activity shall, prior to submittal to DLSC, forward the proposed cancellation request to the collaborating activities for concurrence on DD Form 1685 or DD Form 173. (See volume 2, chapter 2.2.)

(3) If the item-of-supply concepts expressed by item identifications do not match exactly in the content of the characteristic and/or reference number data, but they were intended and used as the same items of supply, all but one of the NSNs shall be cancelled as actual duplicates of the item of supply. Prior to submittal to DLSC, the submitting activity shall collaborate the proposal with all collaborating activities for concurrence.

(a) Possible Duplicate Item of Supply Concepts. An item of supply concept expressed by an existing FII shall be considered a possible duplication of a proposed item identification or another existing FII when (1) there is one of more common CAGE/item identifying reference number(s) RNCC and RNVC, related to each item to indicate that the same item of production is involved. Such cases warrant reference to the PICA/SICA for verification of characteristics data, manufacturer's reference number and/or technical documentation to determine duplication. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications either as actual duplicate or as invalid, or to be used in lieu of another item identification (Cancel-Use).

b. A Cancel-Invalid (DIC LKV) action is required when an item identification, because of incomplete, conflicting, or erroneous data, does not clearly or adequately establish the identity of the item; the item cannot be furnished by any known manufacturer; or the item for which the FII was intended is no longer in any supply system. Collaborate the proposal with recorded collaborating activities using DD Form 1685 for mail or DD Form 173 for Electronic Transmission. Collaboration with North Atlantic Treaty Organization (NATO) countries is required for Cancel-Invalid actions. (See volume 2, chapter 2.2.)

*For outstanding requisitions, DLA Supply Centers*

*will submit a Form 339, Request for Engineering Support, for approval by the Engineering Support Activity for the appropriate Military Service.*

NOTE: When a Federal Item Identification Guide is revised (i.e., revision, reprint, or page change) and FIIs require revision, DLSC may cancel the FIIs for which there is no recorded MOE Rule data.

c. A Cancel-Use (DIC LKU) action is required when two different item identifications with different NIINs do not depict actual duplicate item-of-supply concepts, but using activities have indicated that one should be cancelled to use the other. Collaborate the proposal with recorded collaborating activities using DD Form 1685 or electronically. Collaboration with NATO countries will be in accordance with section 4.10.2. Prepare a Cancel-Use action and transmit to DLSC electronically. (See volume 2, chapter 2.2.)

d. A Cancel-Inactive (DIC LKI) action is required when an FII represents an item of supply no longer in any supply system, and has been in an inactive state (all MOE Rules withdrawn) for at least five years. The Cancel-Inactive action will be used only by DLSC.

e. LKD, LKU, and LKV must be submitted with an LAD or LCM (to inactivate segment H) in an LMD package unless the wholesale manager's segment H in the FLIS data base or futures file contains the appropriate inactive Phrase Code.

f. Use the format on page 4.10-3 when requesting cancellation actions under paragraphs 4.10.1.a, 4.10.1.b, and 4.10.1.d. Include explanation; e.g., "Corrective action required because above NIIN has been assigned to two different item identifications."

g. The use of effective dating for cancellations shall be in accordance with volume 2, chapter 2.8.

#### 4.10.2 Collaboration with NATO Countries

a. When a FII is to be cancelled as invalid (LKV) or cancelled to use (LKU), and a NATO country is reflected in the MOE Rule Record, the proposing activity shall collaborate with DLSC-SD; DLSC-SD will collaborate with the NATO country. DLSC-SD will be given one hundred twenty days to allow for collaboration with NATO countries. If the NATO country does not concur, DLSC-SD will send a request to DLSC-SB to change the NIIN/PSCN Status Code to "1". (See Vol 10, Chap. 4, Table 9, for the list of NATO countries)

b. The activity proposing cancellation may withdraw interest for itself and other concurring U.S. activities instead of proposing cancellation if the 120 day time frame is not feasible.

#### 4.10.3 Submittal of NIIN/PSCN Cancellation Actions

a. Cancel-Inactive (LKI) (DLSC only): The preparation and submission of data to cancel an item identification that has had no recorded MOE Rule Number for five years. The Cancel-Inactive action will only be used internally by DLSC. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

b. Cancel-Invalid (LKV): The preparation and submission of data to cancel an item identification without replacement. A LKV must be submitted with an LAD or LCM (to inactivate segment H) in



additional data required by the form.

(5) The general procedure for the submittal of magnetic tape to DLSC appears in volume 2, chapter 3, paragraph 2.3.2.c. and volume 10, chapter 4, table 10.

(6) The general telecommunications procedure for electronic transmission to and from DLSC appears in volume 2, chapter 3, paragraph 2.3.2.d. Specific procedures for the international exchange of catalog data electronically will be provided by DLSC-SD upon request.

#### 1. Restrictions against the Output of Other Countries' File Data.

(1) When the submitted NIIN contained in DIC LAR, LAU, LCR, LDR, LDU, or LTI has been either cancelled with replacement, cancelled-use, or cancelled asduplicate and the replacement NIIN is non-U.S. (NCB Code represents another country), file data for the replacement NIIN will not be forwarded. Only data coded KFS reflecting the replacement NATO (non-U.S.) Stock Number in the segment K record will be forwarded. File data for the NATO Stock Number may be obtained from the country represented by the NCB Code.

(2) If an NSN is cancelled as duplicate of a NATO (non-U.S.) Stock Number, the NATO MOE Rule(s) registered on the NSN which was cancelled will not be transferred to the NATO Stock Number. On the effective date of the cancellation, only data coded KKD will be forwarded to the NATO/FG(s) registered on the NSN being cancelled. The KKD will reflect the replacement NATO Stock Number in the segment K record. File data for the NATO Stock Number may be obtained from the country represented by the NCB Code.

(3) If an NSN is cancelled to use a NATO (non-U.S.) Stock Number, file data for the "use" stock

number will not be forwarded to the NATO/FG(s) registered on the cancelled NSN. On the effective date of the cancellation, only data coded KKU will be forwarded to the NATO/FG(s) registered on the NSN being cancelled. The KKU will reflect the "use" NATO Stock Number in the segment K record. File data for the NATO Stock Number may be obtained from the country represented by the NCB Code.

m. Refer to volume 2, chapter 2.9 of this manual for preparation and procedural instructions for reference numbers.

#### n. Follow-up Interrogation (DIC LFN).

(1) This input transaction is used to interrogate the status of a previously submitted transaction for which no output data has been received within the required timeframe.

(a) DIC LAR, LAU, LCR, LDR, LDU, or LMD input shall not be followed-up until 90 days have elapsed.

(b) DIC LSA input shall not be followed-up until 180 days have elapsed.

(1) Accelerated LSA input may be followed-up after 90 days.

(2) Emergency LSA input may be followed-up after 14 days.

(c) DIC LFN input shall be allowed 60 days before another LFN with the same DCN is initiated.

(d) DIC LSN and DIC LTI are not applicable to the LFN follow-up procedure.

(2) The input format and instructions for the preparation of DIC LFN appear in volume 8, chapter 1.

(3) The media and transportation modes for submitting DIC LFN to DLSC appear in paragraph 4.12.2.k.

(4) Volume 10, chapter 4, table 175 identifies the transaction status codes applicable in the output results of DIC LFN.

#### 4.12.3 U.S. Activity Input and Requests for Services

a. General. For items of supply or production manufactured in another NATO country, submit a request for foreign item identification data and services to DLSC in compliance with the procedures contained in this section.

b. Request for Codification and for Registration on Non-U.S. Manufactured Items (DIC LSB).

(1) Submit DIC LSB to DLSC if a stock number requirement exists for an item manufactured or produced in a NATO country other than the U.S. DO NOT SUBMIT A REQUEST FOR U.S. NIIN ASSIGNMENT. Volume 10, chapter 4, tables 9 and 131 list NATO countries.

(a) In compliance with NATO policy, a NATO *Commercial and Government Entity* (NCAGE) assigned by a non-NATO country shall not appear in the FLIS (Refer to volume 10, chapter 4, table 131 for NCAGE Codification Bureau Codes assigned to NATO and non-NATO countries). If a cataloging requirement exists for an item which contains a non-NATO NCAGE, the non-NATO NCAGE will be subject to replacement by a NCAGE with prefix S, for example, S1234. Submit a request (either NATO Form AC/135 No. 2 or letter) to DLSC-SBB for assignment of a replacement NCAGE). As necessary, DLSC-SBB

will request appropriate action from the NATO Maintenance and Supply Agency (NAMSA), the custodian for control and replacement of non-NATO NCAGEs. An item represented by a NCAGE with prefix S shall be subject to U.S. NIIN assignment. A reference number data record (segment C) containing the foreign country NSN, for example 5905-99-001-2345, will be submitted in addition to the normal catalog data required for the item. CAGE 99995, RNCC 6 and RNV 9 apply to the segment C record that contains the foreign country NSN.

(b) When an item has one or more U.S. reference numbers and one or more foreign reference numbers and a U.S. reference is the primary number, the item shall be subject to U.S. NIIN assignment. Include the foreign reference number(s) as secondary. For example, RNCC 5. If a foreign reference is the primary number and it represents a NATO country, subject the item to DIC LSB input.

(2) Refer to paragraph 4.12.3.m for preparation and input of DIC LSB to DLSC.

(3) DLSC will subject the LSB to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processed, the LSB will process through the mechanized search routine to determine if a match condition exists in the FLIS.

(4) A match condition will result in output notification to the submitting activity. Adoption of the item will require submission of LAU (Add MOE Rule and Related Data). DLSC will generate Output



Notification in the following configurations:

(a) An exact match condition will result in KSR (Screening Results) with KMR (Matching Reference-Screening) and either KFC (File Data Minus Security Classified Characteristics Data) or KFD (FLIS File Data) for each match. For example, the submitted reference(s) matches exactly with an item-identifying reference(s) in the FLIS.

(b) A partial match condition will result in KSR with KMR and either KFC or KFD for each match. For each non-match a KNR (Negative Reply-Screening) will result. For example, at least one submitted reference matched and at least one did not.

(c) A match by association will result in KSR with KMR and KFA (Match Through Association) for each match.

(d) A submitted reference(s) that matches more than one II or a non-item-identifying reference will result in KSR with KMR and either KFA, KFC, or KFD for each match. For example, RNVC 1 or 9 and RNCC 4, 6 or 8.

(5) A no-match condition will result in KNN (Notification of NCB Processing), to the submitter, indicating that codification will be requested from the NATO NCB of the manufacturing country. DLSC will send an image of the submitted LSB a DLSC developed international LSA (Request for Codification and for Registration of User) to DLSC-SD.

(6) DLSC-SD will suspend the LSB and mail the LSA under cover of NATO Form AC/135 No-7 or DIC L07, to the applicable NATO NCB. (See volume 10, tables 9 and 51 for codes of countries and NCBs.)

(7) DLSC-SD will forward any reject notifica-

tion to the submitting activity if the country is unable to process the request. Reject notification will be a copy of the country's response, for example, K27 transaction (APPENDIX 4-12-E) or NATO Form AC/135 No. 27 (APPENDIX 4-12-F)).

(8) Receipt of the output file data package(s) from the NATO NCB will activate the suspended LSB and DLSC will prepare a new item identification. The new item identification, LNK, LNC or LNR, will reflect the NATO Stock Number provided by the NATO NCB. DLSC will merge the suspended LSB and output data package from the NATO country to develop segments A, B, C, H and V.

(a) Activity code 9Z (DLSC-SD) will be the Submitting Activity and receive all reject notification. The original U.S. submitter will receive the approved output notification.

(b) Since a NATO Stock Number is already assigned by the NATO country, the input will bypass the stock number assignment routine. Although the original input by the U.S. activity was LSB, the input DIC (DRN 3921) field in the output header of the output file data package will reflect the DIC used by DLSC-SD to process the new item identification. For example, LNK, LNC, LNR. A file data package will be sent to all recorded data receiver(s).

(9) Standardization Decision Data (segment E) and Freight Classification Data (segment G) will be subject to the same procedural guidelines for a NATO Stock Number being added to and maintained in the FLIS as would apply for U.S. stock number assignment and maintenance.

c. Add Reference Number and Related Codes (DIC LAR) to a NATO Stock Number.

(1) To add a reference number and CAGE Code

(Commercial and Government Entity Code), submit LAR to DLSC according to paragraph 4.12.3.m. The CAGE Code must represent a U.S. entity. Only RNCC 5 or 8 are allowed. When RNCC 8, requirements in paragraph 4.12.3.d apply.

(2) DLSC will subject the LAR to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will send KNN to the submitter. DLSC will send an image of the submitted LAR and a DLSC developed international LAR to DLSC-SD.

(3) DLSC-SD will submit an international LAR to the applicable NATO NCB (The NCB Code is the first two positions of the NIIN). With receipt of output (KAR) from the NATO NCB, DLSC-SD will prepare and submit a LAR to the FLIS. DLSC-SD will resolve LAR transactions rejected by a NATO NCB.

(4) DLSC will send notification of approval to the originator/submitter and file maintenance to recorded data receivers. If the LAR fails to process, DLSC will send DLSC-SD the reject notification for resolution of the error condition.

(5) If the reference number to be added contains a NATO **NCAGE** do not use LAR to add a non-U.S. reference number to a NATO Stock Number. When the manufacturers code of the reference number represents the same country as the NATO Stock Number, submit a written request to DLSC-SD. For example, a German manufacturers code and a German stock number. As a minimum, the letter must contain the following data elements:

Reference Number, Logistics (DRN 3570)  
NATO **Commercial and Government Entity**  
(DRN 4140)

NATO Stock Number (DRN 4150)

Submitting Activity Code (DRN 3720) of the requestor

DLSC-SD will request that the producing NATO country's NCB add the reference number. DLSC will send DIC KAR to the recorded data receivers. This procedure is necessary to prevent possible violation of the item-of-supply concept within producing country.

d. Add Reference Number and Related Codes (DIC LAR) for a NATO-Reproduced Reference Number (RNCC 8). Before input of LAR with RNCC 8, the U.S. activity must receive permission from the originating country through DLSC-SD, the NCB for the USA. Upon receipt of permission, the U.S. activity may submit LAR, with RNCC 8, according to paragraph 4.12.3.m. Complete NATO Form AC/135 No-6 and send to DLSC-SD to receive permission to add a RNCC 8 reference number (appendix 4-12-D, reproduction authorized). The U.S. agency can also prepare a written request to DLSC-SD providing the information as required by the instructions for NATO Form AC/135 No-6. Substantiate the following conditions:

(1) Adoption of the item-of-supply concept of the originating country.

(2) U.S. agencies will conform to the requirements of the original drawing and/or specifications. Deviations cannot affect the item-of-supply concept and must be approved by the originating country. Accepted deviations include Equivalent Raw Materials, Manufacturing processes and/or Non-identity of non-essential dimensions or tolerances.

(3) Reproduction is according to terms of the licensing agreement entered into between the original manufacturer and the reproducing manufacturer.

Reproduction is also determined within existing agreements between the United States and the originating country.

e. Change Reference Number Related Codes (DIC LCR) against a NATO Stock Number.

(1) If the reference number related code(s) to be changed contains a CAGE Code or *NCAGE* other than as specified in paragraph 4.12.3.e(5), submit LCR to DLSC according to paragraph 4.12.3.m.

(2) DLSC will subject the LCR to the applied processing routine.

(a) If unprocessable, DLSC will forward reject notification to the LCR submitter.

(b) If processable, DLSC will forward DIC KNN to the submitter and the LCR image and a DLSC developed international LCR to DLSC-SD.

(3) DLSC-SD will mail the international LCR to the applicable NATO NCB. With receipt of DIC KCR from the NATO NCB, DLSC-SD will prepare and submit LCR against the FLIS. DLSC will resolve international LCRs rejected by a NATO NCB.

(4) DLSC will send notification of approval to the originator/submitter and file maintenance to recorded data receivers. If the LCR fails to process, DLSC will send DLSC-SD the reject notification for resolution of the error condition.

(5) When a recorded reference number with related *NCAGE* and NATO Stock Number in the FLIS represent the same country, submit a letter, instead of LCR, to DLSC-SD to request change of a reference number related code. As a minimum, the letter must contain the following data elements:

Document Control Number (DRN 1015) for control purposes

Reference Number, Logistics (DRN 3570)  
NATO *Commercial and Government Entity* (DRN 4140)

NATO Stock Number (DRN 4150)

Submitting Activity Code (DRN 3720) of requestor

Reference Number Related Code to be changed

DLSC-SD will take appropriate action through the producing NCB to change the reference number related code(s). Upon completion of processing, DLSC will output KCR to recorded data receivers.

f. Delete Reference Number (DIC LDR) from a NATO Stock Number in the FLIS.

(1) To delete a U.S. reference number and related CAGE code, submit LDR to DLSC according to paragraph 4.12.3.m.

(2) DLSC will subject the LDR to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will output KNN to the submitter and the LDR image and a DLSC developed international LDR to DLSC-SD.

(3) DLSC-SD will submit an international LDR to the applicable NATO NCB (The NCB Code is the first two positions of the NIIN). With receipt of output (KDR) from the NATO NCB, DLSC-SD will prepare and submit a LDR to the FLIS. DLSC-SD will resolve LDR transactions rejected by a NATO NCB.

(4) DLSC will send notification of approval to the submitter and file maintenance to recorded data receivers. If the LDR fails to process, DLSC will send DLSC-SD the reject notification for resolution of the error condition.

(5) Deletion of a non-U.S. reference number from a NATO Stock Number must be by written request instead of submitting LDR when the manufacturer's code of the reference number represents the same country as the NATO Stock Number. As a minimum, the letter must contain the following data elements:

Reference Number Logistics (DRN 3570)  
NATO *Commercial and Government Entity* (DRN 4140)  
NATO Stock Number (DRN 4150)  
Submitting Activity Code (DRN 3720) of the requestor

Send the letter to DLSC-SD. DLSC-SD will take appropriate action through the producing NATO country NCB to delete the reference number. Upon completion of processing, DIC KDR will be sent to recorded data receivers.

g. Request for Codification and Registration on Non-U.S. Stock Numbers. Add MOE Rule Number and Catalog Management Data (DIC LMD/LAU/LAM) to a NATO Stock Number.

(1) Prepare and transmit LMD to DLSC according to paragraph 4.12.3.m. Use the combination of LAU with LAM under LMD.

(2) DLSC will subject the LMD to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will send KNN output notification to the submitter. DLSC will send an image of the LMD to DLSC-SD. DLSC will suspend the LMD with the NATO Stock Number.

(3) DLSC-SD will suspend the LAU and LCM image, and mail an international LAU (with MOE Rule Number ZZ01) to the applicable NATO NCB.

DLSC-SD will resolve LAU transactions rejected by a NATO NCB.

(4) Receipt of the output file data package(s) from the NATO NCB will activate the suspended LMD and DLSC will prepare a new item identification. The new item identification, LNK, LNC or LNR, will reflect the NATO Stock Number requested by the originator/submitter. DLSC will merge the suspended LMD and output data package from the NATO country to develop segments A, B, C, H and V.

(5) DLSC will process the new item identification. Since a NATO Stock Number has already been assigned, the item will by pass the stock number assignment routine. Notification of approval will be sent to the submitter, and a file data package will be sent to the new recorded data receiver. Although the original input by the U.S. activity was LMD, the input DIC (DRN 3921) field in the output header of the output file data package will reflect the DIC (e.g., LNK) used by DLSC-SD to process the new item identification. If a new item identification fails to process, reject notification will be sent to DLSC-SD for resolution of the error condition.

h. Delete MOE Rule Number (DIC LDU) from a NATO Stock Number in the FLIS.

(1) Prepare and transmit LDU to DLSC according to paragraph 4.12.3.m. When applicable to system requirements, use the combination of LDU with LDM, LCM or LAD under LMD.

(2) DLSC will subject the LDU to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will delete the submitted MOE Rule Number from the NATO Stock Number. DLSC will send notification of approval to the originator/submitter. DLSC will send file maintenance to the recorded data receivers.

(3) If the deleted MOE Rule Number was the only U.S. MOE Rule Number on the item when the LDU processed, DLSC will send an image of the LDU to DLSC-SD. DLSC-SD will place the international LDU in a 5 year suspense file. If, after 5 years, there is no U.S. interest in the NATO Stock Number, DLSC-SD will submit the international LDU to the applicable NATO NCB to delete the U.S. MOE Rule. Upon receipt of DIC KDU from the NATO NCB, DLSC-SD will then initiate DIC LKI action to remove the NATO Stock Number from the FLIS.

i. Other Multiple DIC Input (DIC LMD) for NATO Stock Numbers. Multiple DIC inputs allowed are a combination of LAR (Add Reference Number and Related Codes), LCR (Change Reference Number Related Codes) and LDR (Delete Reference Number). Use the rules in paragraphs 4.12.3.d, 4.12.3.e and 4.12.3.f (LAR, LCR and LDR procedures, respectively) for processing LMD.

j. Search by NATO Reference Number for Other Than Provisioning and Preprocurement (DIC LSN).

(1) Prepare and transmit LSN to DLSC according to paragraph 4.12.3.m. To search the record of a NATO NCB, follow the guidelines specified below. Otherwise, search will only be of the FLIS.

(a) The Destination Activity Code, Output (DRN 3880) and the *NCAGE* Codification Bureau Code (DRN 4180) located in the first position of the *NCAGE* (DRN 4140) field must represent the same country. If the Destination Activity Code, Output is ZC (Canada), the CAGE Code (DRN 9250) must represent Canada.

(b) The Type of Screening Code (DRN 9505) must be S or F.

(c) The Output Data Request Codes (DRN 4690) permitted are 9910 and 9915.

(d) The Statistical Indicator Code (DRN 3708) must be C.

(e) The Reference Number(s), Logistics (DRN 3570) must be formatted according to volume 2, chapter 2.9.

(f) One Document Control Number is limited to a maximum input of three (3) reference numbers.

(2) DLSC will subject LSN to the mechanized search routine to determine if a match condition exists in the FLIS. Use ODRC DRN 9906, DRN 9910, DRN 9914, or DRN 9915.

(a) If the LSN is in error or a corresponding reference number is in the FLIS, DLSC will send the appropriate output results to the submitting activity.

(b) If a corresponding reference number is not contained in the FLIS, DLSC will send KNN (Notification of NCB Processing) to the submitter. DLSC will send an image of the LSN to DLSC-SD.

(3) DLSC-SD will suspend the LSN image, prepare an international LSN by overlaying the Submitting Activity Code field with activity code ZZ (U.S. designation), and mail it to the applicable NATO NCB. Upon receipt of search results from the NATO NCB, the search results will be mailed to the Submitting Activity.

k. Interrogation by NIIN (DIC LTI). The NCB code must be other than 00 or 01.

(1) Prepare and transmit LTI to DLSC according to paragraph 4.12.3.m. The following are the only ODRC DRNs approved by the NATO countries:

DRNs 0118, 0119, 0120, 9901, 9906, 9907, 9909, 9910, 9914, 9915, 9936, 9939, 9940, 9942, 9948, 9949.

(2) DLSC will process LTI to determine if a non-U.S. NIIN is in the FLIS.

(a) If the LTI is in error or a corresponding non-U.S. NIIN is in the FLIS, DLSC will send the appropriate output results to the submitting activity.

(b) If a corresponding non-U.S. NIIN is not in the FLIS, DLSC will send KNN (Notification of NCB Processing) to the submitter. DLSC will send an image of the LTI to DLSC-SD.

(3) DLSC-SD will prepare an international LTI by overlaying the Submitting Activity Code field with activity code ZZ (U.S. designation), and send it to the applicable NATO NCB. Upon receipt of

interrogation results from the NATO NCB, DLSC-SD will mail the results to the Submitting Activity.

1. Add U.S. National/NATO Stock Number as Informative Reference (DIC LAB).

(1) When it is determined that a NATO Stock Number in the FLIS represents the same item of supply as a recorded U.S. NSN and there is recorded interest in one or both of the stock numbers, submit LAB to cross-reference the two stock numbers. The following requirements apply:

(a) The Assigned NSN field must contain a U.S. NSN with NIIN Status Code 0.

(b) The reference number must be a NATO Stock Number with NIIN Status Code 0.

(c) The FSC must be the same on both stock numbers.

(d) Neither stock number may be previously recorded as a cross-indexed reference.

(e) The reference number related codes must be RNCC 6, RNVC 9 and DAC 9.

(2) Transmit LSB according to paragraph 4.12.3.m.

(3) DLSC will subject the LAB to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will add the U.S. NSN to the NATO Stock Number segment C file. DLSC will then add the NATO Stock Number to

the U.S. NSN segment C file. DLSC will send notification of approval to the submitter, and file maintenance notification to all data receivers registered on the U.S. NSN and NATO Stock Number.

m. Preparation/Transmission of Input Data.

(1) Prepare input transaction according to the fixed format procedures in volume 8, chapter 8.1 or the variable format procedures in volume 9, chapter 9.1.

(2) Follow the data transmission procedures in volume 2, section 2.3.2 and the following requirement for LSB input.

(a) Electronic Data Transmission - Complete NATO Form AC/135 No-7 (appendix 4-12-B) and mail to DLSC-SD. U.S. Services are authorized to reproduce NATO Form AC/135 No-7 from the FLIS Manual. Transmit LSB electronically. DLSC will hold the LSB request pending receipt of the completed NATO form. To accelerate the codification process, include technical documentation. For example, manufacturers drawing or catalog, with the NATO form.

(b) FLOPPY DISK - If unable to transmit electronically, complete NATO Form AC/135 No-7 (appendix 4-12-B) and mail to DLSC-SD with the Floppy Disk. To accelerate the process, include technical documentation. For example, manufacturers drawing or catalog, with the NATO form.

(c) EMERGENCY LSB - Send message, FAX or written request to DLSC-SD for processing an emergency LSB request. Include justification and all segments required in a normal LSB request. Include a NATO Form AC/135 No-7 and any available technical data. Transmit LSB transaction electronically.

(d) ACCELERATED LSB - Follow the nor-

mal procedures for an LSB request listed above. Include a justification and the word "ACCELERATED" in bold red print on the NATO Form AC/135 No-7.

(3) To request changes to the data elements in (a), (b), and (c) below, when represented by a NATO Stock Number in the FLIS, send a written request to DLSC-SD. Include the appropriate input transaction, for example, LCC, LCD, LCG, LCR. DLSC-SD will provide a reply and/or output results from the NATO country.

(a) Segment A - Federal Supply Class, FIIG Guide Number, item name, type of item identification, Reference/Partial Descriptive Method Reason Code or criticality Code.

(b) Segment C - Reference Number Action Activity Code and/or Reference Number Status Code.

(c) Segment V - Characteristics Data.

(d) Effective dated transactions may be subject to revision as the result of negotiation between the submitter and DLSC-SD in situations where a NATO country fails to respond in time to meet the original effective date. In such cases, DLSC-SD will contact the submitter.

n. Requests for Additional Services by U.S. Activities - Project Code Assignment. Assignment of a project code may be necessary when a U.S. activity purchases an end item, or major component, from a foreign manufacturer which requires codification of repair parts by the country.

(1) Complete NATO Form AC/135 No-1 (appendix 4-12-C), or prepare a letter providing the



information as required by the instructions for NATO Form AC/135 No-1. Reproduction is authorized for NATO Form AC/135 No-1.

(2) Mail the completed NATO Form AC/135 No-1 or the prepared letter to DLSC-SD. DLSC-SD will respond when the information becomes available from the responsible country.

o. Requests for NATO *Commercial and Government Entity (NCAGE)* Assignment. The procedure in volume 7, paragraph 7.1.2.c. should be followed by U.S. activities when they have contracted with a foreign manufacturer for which there is no NSCM listed in Catalog Handbook H4-3.

p. Submit cancellation requests against NATO Stock Numbers to DLSC-SD. Instead of cancellation, to establish the proper standardization condition, submit a Delete MOE Rule Number (LDU) and notify the standardization organizational entity.

#### **4.12.4 Revision, Transfer, or Reinstatement of Item Identification by NATO/FG or U.S. Activity**

a. Request for Revision or Transfer of Approved U.S. Item Identification by NATO/FG. DLSC-SD will be informed of a proposed change to item identification data when the change affects the item-of-supply concept or the assigned NSN of an item identification.

(1) Forward the proposed change to DLSC-SD, by letter, for review, collaboration, and processing.

(2) DLSC-SD will forward the proposed item identification change (when such action requires collaboration) to the item manager for collaboration with all recorded U.S. users.

(3) When the proposed change is concurred on

by all the collaborating U.S. activities, the item manager will prepare the appropriate maintenance transaction for submission to DLSC. If one or more of the collaborating U.S. activities do not concur with the proposed change, DLSC-SD will notify the NATO/FG of the nonconcurrence, no further action will be taken.

b. Request for Revision or Transfer of Approved NATO Item Identification by U.S. Activity. DLSC-SD will be informed of a proposed change to item identification data when the change affects the item-of-supply concept or the NATO Stock Number of an item identification.

(1) Forward the proposed change to DLSC-SD, by letter, for review. DLSC-SD will then forward the request to the appropriate NATO NCB.

(2) DLSC-SD will receive notification from the NATO NCB, by letter, indicating whether or not the revision or transfer action was taken. If the action was taken by the NATO NCB, file data will be forwarded with the letter. DLSC-SD will then prepare the maintenance action for submission to DLSC. DLSC-SD will notify the requesting U.S. activity of the NATO NCB decision.

c. Request for Reinstatement of Cancelled U.S. NSN by a NATO/FG.

(1) Forward a letter to DLSC-SD listing the NSNs, with reference numbers, and technical data if available.

(2) DLSC-SD will review the NSNs to determine if reinstatement action is appropriate. As required, a reinstatement item identification will be prepared and submitted to DLSC for processing. Upon approval, FLIS data will be forwarded to the



CHAPTER 12  
APPENDIX 4-12-B  
REQUEST FOR CODIFICATION SERVICES

NATO FORM AC/135 No. 7

In compliance with NATO agreements, NATO Form AC/135 No. 7 will accompany a request for NATO stock number assignment. When transmitting LSB input to DLSC, complete NATO Form AC/135 No. 7 and mail to DLSC in accordance with paragraph 4.12.3.m.(2). Separate forms are required for each NATO country.

NOTE: If the part numbers on the LSB requests represent different end items, pieces of equipment, or assemblies, a separate NATO Form AC/135 No. 7 shall be submitted for each.

The form is to be completed in original only, as follows:

**BLOCK INSTRUCTIONS**

- 010 Enter submitter activity code and office symbol.
- 020 Enter date LSB(s) transmitted.
- 030 Enter activity submitted to.
- 040 Enter the lowest and highest Document-Control Number (DCNs) in the requests covered by the form. The first 12 positions of the DCNs must be identical, i.e., originator (DRN 4210), submitter (DRN 3720), date, transaction (DRN 2310), and the first three positions of the DCN (DRN 1000). Only the last four positions of the DCSN make it possible to distinguish between LSB requests covered by the same NATO Form AC/135 No. 7. ANY NATO FORM AC/135 NO. 7 NOT COMPLETED IN ACCORDANCE WITH THESE RULES IS LIABLE TO REJECTION.
- 050 Enter total quantity of DCN requests.

**BLOCK INSTRUCTIONS**

- 060 Enter the date by which the data is required. If routine, enter a date of at least 180 calendar days from the date entered in block 2. If accelerated (75 days), enter justification in block 100. In RED bold print write "ACCELERATED".
- 070 NATO Project Code. If a NATO Project-Code exists (see paragraph 4.12.3.n and appendix 4-12-C), enter the two or threeposition code in the boxes provided above DRN 1057. Enter the name of the project to the right of the boxes.
- 080 EQUIPMENT/MATERIAL
- 081 Name of Equipment/Item Name
- 082 Type or Model/End Item. If the items are "miscellaneous", additional information such as "electronic parts" or "marine engine parts" or the like should be annotated.
- 083 Assembly
- 084 Manufacturer and *NCAGE (NATO Commercial and Government Entity)*.
- 085 User Service. Enter the main user (specialized Service and/or Service branch); i.e., Army communications, Navy Supply Service, Air Force medical corps, etc.
- 086 Other useful information, i.e., FSC.
- 090 CONTRACT/CONTRAT
- 091 Main Contractor. Provide the name and address of the firm entrusted with the contract.

**BLOCK INSTRUCTIONS**

- 092 Subcontractor. Enter the name, the manufacturer's code if available and address of the subcontractor, contractor, or the manufacturer in the codifying country, particularly if the contractor indicated under 091 above is located in the submitting country or in a third country. In this case, give the reference of the contract binding the contractor to the subcontractor or manufacturer.
- 093 Enter the contract or order number.
- 094 Indicate whether or not a codification clause is included by check marking the appropriate box. If a negative indication, explanations or action taken must be specified in block 100, REMARKS.
- 095 Put an "X" in the appropriate box to indicate by whom technical documentation is/will be provided. In case of marking "OTHER SOURCES" specify in BLOCK 100 or on the reverse side of the form.
- 096 Put an "X" in the appropriate box to indicate if technical documentation or other attachments are included. If not, give explanation in clear text in BLOCK 100 or on the reverse side of the form.

**BLOCK INSTRUCTIONS**

- 097 Tape Serial Number - if applicable
- 100 REMARKS/REMARQUES. Provide any additional information considered necessary in aiding the producing country in the codification of the item(s). The back side of the form may be used to complete this block of information, if necessary.
- 110 Origin of Reference Numbers. Quote the document(s) from which the reference(s) reflected in the LSB request(s) was obtained, i.e., catalog, label, listing, etc., and date of such document. To expedite NATO stock number assignment, enclose technical documentation with the NATO Form AC/135 No. 7.
- 120 Enter responsible technicians name, signature and telephone number.

CHAPTER 12  
APPENDIX 4-12-F  
K27 REASON FOR RETURN/ NOTIFICATION CODE

Code	Definition
500	<i>NCAGE</i> and Reference Number. These data are mandatory on K27 Output if more than one Reference is submitted under the same DCN.
The following codes indicates an LSA request has been rejected. Use of these codes will change the Transaction Status Code (DRN 0854) in Suspense File to "ND".	
601	Incomplete request
602	Invalid <i>NCAGE</i>
603	<i>NCAGE</i> has never been assigned
604	Reference Number not known to manufacturer
605	Submitted Reference does not enable item to be identified
606	The manufacturer will not verify the Reference or would not respond
607	The manufacturer confirms References(s) and/or Item Name(s); only against charges
608	Item no longer manufactured; identification documents can no longer be obtained from manufacturer
609	Item replaced by the following item; please check if the new part will meet your requirements and, if so, submit a new request
610	This country is not the country of origin of the item; if known, the correct Reference or the name of the country is as follows:
611	This LSA is a duplicate of the LSA submitted under the following Document Control Number
612	Item already codified under the following NSN; you are already registered as a user
613	Any other reason
The following codes indicate an LSA request is being carried out but with at least one change. Use of these codes will not change the Transaction Status Code (DRN 0854) in the Suspense File.	
701	Revised Reference Number; your request will be processed under the following new Reference Number
702	Revised <i>NCAGE</i> ; your request will be processed under the following new <i>NCAGE</i>
703	Item already codified under the following NSN; your country will be registered as a user
704	Any other change
801	Relevant correspondence or documents are being mailed with a hard copy of NATO Form AC/135 No 27 or of DIC K27.

## CHAPTER 13

### PROCESSING OF NUCLEAR ORDNANCE ITEMS AND OTHER SENSITIVE OR SECURITY CLASSIFIED ITEMS

#### 4.13.1 Definitions

a. Nuclear ordnance items are all items used on or with nuclear weapons which must be specifically controlled because of design, security, or quality control requirements. Includes Department of Energy (DOE) special design items, DOE-controlled commercial items, Military Service special design items, Military Service-controlled commercial items, *United States Special Operations Command (USSOCOM) items fall under other sensitive items that must be specifically controlled.*

(1) DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE, or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense *Special Weapons Agency (DSWA)* and may be categorized as "war-reserve quality", "training quality", or "single quality". They may be security classified or nonsecurity classified and are not necessarily commodity classified in Federal Supply Classification (FSC) group 11. Item identifications for these items will reflect a reference number coded with Commercial and Government Entity Code (CAGE) 87991.

(2) DOE-Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through *DSWA* and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE Code 87991.

(3) Military Service Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by a Military Service, or design controlled by a Military Service, for use specifically in the nuclear ordnance field. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality", "training quality", or "single quality". They may be security classified or nonsecurity classified and are not necessarily classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE Codes 57991, 67991, or 77991; be commodity classified in FSC group 11; or both.

(4) Military Service-Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which, due to the nuclear weapons reliability concept, require special testing or control for quality assurance. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE Codes 57991, 67991, or 77991.

(5) *USSOCOM Items. Any Item or service that is peculiar to Special Operations Forces (SOF). This includes standard items used by SOF until adopted for use as service common by other DoD Forces, and items approved by Commander In Chief (CINC)/Deputy Commander in Chief (DCINC) as critically urgent for the immediate accomplishment of SOF mission. Item identifications for these items will reflect a reference number coded with CAGE Code 1USSI.*

b. War-Reserve Quality Items. Items authorized for use on or with war-reserve nuclear weapons but

not designated for use on training nuclear weapons or test and handling equipment.

c. **Training Quality Items.** Items authorized for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.

d. **Single Quality Items.** Items such as nuclear ordnance test and handling equipment authorized for use on or with both war-reserve and training nuclear weapons.

e. **Nuclear Ordnance Cataloging Office (NOCO) Activity XA.** An activity within the Field Command, Defense *Special Weapons* Agency (DSWA), which acts as the agent of the Defense Logistics Services Center (DLSC) in managing the Nuclear-*Inventory Management and Cataloging* System (NIMACS) with complete responsibility for the development, maintenance, retention and distribution of technical and characteristics data applicable to all nuclear ordnance items, and functions as a single submitter in FLIS in the area of nuclear ordnance. It is the sole activity authorized to disseminate data on nuclear ordnance items except as noted in section 4.13.4. It is emphasized that for the purpose of this procedure NOCO is the activity with delegated authority for the performance of the above cataloging functions as an agent of DLSC. *The Defense Special Weapons Agency Cataloging Activity (DSWACA)* is the activity with primary responsibility for the introduction of DOE items into the Federal Catalog System.

f. **Defense *Special Weapons* Agency.** The DoD agency responsible for furnishing support to the Army, Navy, and Air Force in the field of nuclear weapons.

g. **Defense *Special Weapons* Agency Cataloging Activity (DSWACA) - Activity XB.** An activity

within DSWA having the functional responsibility of introducing DOD-Controlled commercial and DOE special design items into the Federal Catalog System.

h. **Federal Supply Classification Group 11, Nuclear Ordnance.** An FSC group which includes those nuclear ordnance items which are not specifically classified elsewhere.

i. **Service Nuclear Ordnance Cataloging Activity (SNOCA).** An activity within each Service which has been designated as the sole organization within that Service for processing nuclear ordnance data into the Federal Catalog System.

j. **Nuclear Ordnance Control Activity (NOCA).** An activity within each Service which has been designated as the organization within that Service to act as a sponsor for a North Atlantic Treaty Organization (NATO) country when requesting nuclear ordnance cataloging data. It is a point of contact between the NATO country and the NOCO.

k. ***United States Special Operations Command.*** A unified command in the U.S. Military's combatant command structure responsible for furnishing support to the Army, Navy, Air Force and Marine Corps Special Forces.

**4.13.2 Preparation and Submittal of Cataloging Data by Activities.** Cataloging data for nuclear ordnance items shall be prepared and submitted as follows:

a. **Cataloging Tools** (e.g., item names, Federal Item Identification Guides (FIIGs), reference drawings, etc.). The preparation (including criteria therefor) of new or revised cataloging tools shall be in accordance with this manual and the Federal Catalog System Policy Manual, DoD 4130.2-M.

(1) Those tools limited solely to use in identifying special design nuclear ordnance items shall be

submitted to NOCO. When approved, they will be published by NOCO in a cataloging handbook corresponding to that published by DLSC (e.g., Federal Item Name Directory, H6). The designator on the NOCO handbook will contain the suffix letter A (e.g., H6 A). Security classification and distribution of the handbooks will also be accomplished by NOCO.

(2) Cataloging tools for the identification of special design nuclear ordnance items (when application is not limited solely to nuclear ordnance), DOE-controlled commercial items, and Military Service-controlled commercial items shall be submitted directly to DLSC for processing and publication.

b. Item Identifications. Preparation and processing of item identifications and related data shall be in accordance with this manual and other Federal Catalog System procedures (including rules and procedures for the selection of type of item identification) except as specified below and in instructions promulgated to SNOCA's by NOCO.

(1) *DSWACA* and the SNOCA's shall utilize Cataloging Handbooks H6A and H6 in selecting appropriate cataloging tools for the identification of nuclear ordnance items.

(2) *DSWACA* and the SNOCA's shall utilize NOCO Cataloging Handbook H2-2A in addition to H2-2 (Federal Supply Classification) in selecting the appropriate FSC class for nuclear ordnance items.

(3) Descriptive method and reference method item identifications for DOE special design items and DOE-controlled commercial items shall be submitted by *DSWACA* to NOCO. Item identifications for these types of items shall each reflect a reference number coded with the following CAGE Code: 87991, Department of Energy, Albuquerque

Operations Office, Albuquerque, New Mexico 87115-5400.

(4) Authorized SNOCA's shall participate in the Federal Catalog System for DOE-controlled items by submitting requests for cataloging actions to *DSWACA*.

(5) Descriptive method and reference method item identifications for Military Service special design items and Military Service-controlled commercial items shall be submitted by the appropriate SNOCA to NOCO.

(6) *Descriptive method and reference method item identifications for U.S. Special Operations Command items shall be submitted by USSOCOM to NOCO.*

(a) Item Identifications for these types of items are not limited in the number of reference numbers and CAGE Codes that may be submitted; however, each item shall reflect one (and only one) reference number coded with one of the following CAGE Codes as appropriate: 57991, *Director, U.S. Army Armament and Chemical Acquisition and Logistics Activity, Rock Island, Illinois 61299-7630*; 67991, *Commanding Officer, Naval Inventory Control Point, Office of Special Material (Code OSM), P.O. Box 2020, Mechanicsburg, Pennsylvania 17055-0788*; 77991, *Nuclear Weapons Directorate, San Antonio Air Logistics Center, ATTN: NWLL (Cataloging), 413 North Luke Drive, Kelly AFB, Texas 78241-5314*; 1USSI, *U.S. Special Operations Command, ATTN: SOAC-DIS, 7701 Tampa Point Blvd., MacDill AFB, FL 33621-5323*.

(b) CAGE Codes 57991, 67991, and 77991 are authorized for use only in identifying nuclear ordnance items which must be controlled because

of nuclear weapons design, security, or quality control considerations. The use of such codes in connection with any other items conflicts with Department of Defense logistics management principles and is specifically prohibited. *Cage Code 1USS1 is restricted to U.S. Special Operations Command items.*

(7) Identification, Major Organizational Entity (MOE) Rule, and reference number data submitted to NOCO with proposed original item identifications shall be prepared in accordance with *FCD-SWA 4100.39-M, Volume 8, chapter 8*. Transactions shall contain the activity code of the originating activity, and the Submitting Activity Code shall be that of the Integrated Materiel Manager (IMM).

(8) Submit the appropriate MOE Rule to reflect the relationship of the activity to the item of supply.

(9) The Document Control Number submitted to NOCO. The first two positions shall contain the Originating Activity Code (e.g., BF, HD, JF, JV, SC, XB), and the second two positions (submitting activity) shall be the activity code of the IMM (e.g., BF, JF, SC, XA).

(10) Unclassified data for approved cataloging actions will be distributed direct to authorized data receiving activities by NOCO. Classified data will also be forwarded by NOCO to activities authorized to receive such data.

(11) All additional cataloging transactions for nuclear ordnance item identifications shall be submitted to NOCO.

(12) Item identifications and related data for items used in the nuclear weapons program, other than nuclear ordnance items as defined in paragraph 4.13.1.a.(1) above, shall be processed in accordance

with normal cataloging procedures.

*(13) Actions pertinent to item identifications and related data originally submitted to NOCO, and subsequently determined to no longer require controls as nuclear ordnance items, shall be submitted to NOCO with a written request that the controls be removed. NOCO will submit necessary data to DLSC by official correspondence to effect the transfer action. Upon completion of the transfer, DLSC will, by official correspondence, advise NOCO of the effective date of transfer. NOCO will furnish the information to the SNOCA.*

(14) If it is determined that an existing item in the DLSC file requires nuclear ordnance controls, the SNOCA will take the following actions:

(a) Submit new item identification data to NOCO for assignment of a new National Stock Number (NSN)

(b) Include a statement that it has been determined that the item must be subjected to nuclear ordnance controls.

(c) Indicate why the item must be controlled.

(d) Furnish the NSN of the item that is not controlled.

(e) Within 45 days of the date of the new NSN assignment, initiate proposed Cancel as Invalid (Document Identifier Code (DIC) LKV) action, in accordance with established procedures, for the old NSN.

(15) Processing of security classified cataloging data shall be as set forth in volume 2, chapter 2.4, except that security classified data pertaining to nuclear ordnance items shall be transmitted to NOCO.



#### 4.13.3 Action by DLSC

a. All NSN-numbered nuclear ordnance items will be recorded in the FLIS data base. The FLIS data base maintained at DLSC for each such item will be limited to a single reference number and a single CAGE Code which must be 57991, 67991, 77991, or 87991. Each item will also be limited to a single MOE Rule which must be X001. All data fields in each segment of a record which are required to complete a NOCO record must be filled (*except PMIC, ADPEC, and ESOC*); however, data fields will contain the dummy codes indicated below instead of the actual codes maintained by NOCO:

Item Name	AOCO
Item Name Code	97991
MOE Rule	X001 (only)
Type of Item Identification	2 (only)

b. *All NSN-numbered U.S. Special Operations Command items will be recorded in the FLIS data base. The FLIS data base maintained at DLSC for each such item will be limited to a single reference number and a single CAGE Code which must be IUSS1. Each item will also be limited to a single MOE Rule which must be X003. All data fields in each segment of a record which are required to complete a NOCO record must be filled (except PMIC, ADPEC and ESDC); however, data fields will contain the dummy codes indicated below instead of the actual codes maintained by NOCO:*

Item Name	SOCO
Item Name Code	07991
MOE Rule	X003 (only)
Type of Item Identification	2 (only)

c. Dissemination from the central Federal Catalog System files shall be made only by NOCO. To preclude the dissemination of nuclear ordnance

FLIS data base data to other than the designated activities, mechanized edits have been implemented by DLSC to control the following conditions:

(1) Dissemination of data from the FLIS data base shall be suppressed except to the following: activity codes BF, JF, SA, SC, XA, XB, and 98, *and the Defense Reutilization and Marketing Office (DORMS)*. This suppression applies to file data requests by FSC class or Item Name Code; to assets, requirements, interchangeability or substitutability data; catalog output; provisioning screening; or any special project requests.

(2) Disposition notification shall only be provided to activity XA.

(3) FLIS data base file maintenance data shall only be provided to activity code XB.

(4) File interrogation or data request DICs LSF, LSN, LSR, and LTI shall be returned under output DIC KRE if submitted by activities other than BF, JF, SA, SC, XA, XB, and 98.

(5) A provisioning screening interrogation of, or match to, a nuclear ordnance */SOCO* item will be returned under output DIC KRE containing return code XA.

(6) Cataloging transactions, submitted by other than activity XA, which match during screening to a DOE-controlled nuclear ordnance */SOCO* item will be returned under output DIC KRE.

(7) Activity XA is the only activity (including any numeric activity) authorized to submit cataloging actions which would change the FLIS data base for an existing nuclear ordnance */SOCO* item (i.e., FSC changes within FSC group 11; FSC changes in any class including NSN(s) which reflect a reference number with CAGE Codes 57991, 67991,



77991, or 87991; any cancellation action when the NSN to be cancelled or retained is a nuclear ordnance/*SOCO* item; add or change reference number; management changes; etc.). In addition, activity XA is the only activity authorized to submit new nuclear ordnance/*SOCO* item identifications for National Item Identification Number (NIIN) assignment.

#### 4.13.4 Service/Agency Dissemination of Data.

Services/Agencies may make internal dissemination of data as required to meet their functional requirements. When internal dissemination is required, the controls necessary to prevent any possible security compromise (including the possible revelation of security classified information through the accumulation of individually unclassified data) will be established by the individual Military Services and Civil Agencies.

#### 4.13.5 Transfer of Item of Supply (IOS) Responsibility.

a. When an item of supply responsibility is transferred from DOE to a SNOCA, or from one SNOCA to another SNOCA, the gaining SNOCA will submit, through the losing SNOCA, a letter to NOCO. This letter will furnish the gaining SNOCA's MOE rule, MOE rule related data, Cage Code, Reference Number, and Reference Number related data. NOCO will initiate the required cataloging actions and forward appropriate output data to all authorized data receivers. The following DIC's may be used by NOCO as single transactions or in combination as required: LMD, LAU, *LCD*, LDU, LAR, LDR, LAM and LDM.

b. Transfer from Nuclear Ordnance to Non-nuclear Ordnance. When the item of supply responsibility is transferred from nuclear ordnance control to nonnuclear ordnance control, the SNOCA:

- (1) Forwards cataloging transaction to change

the Federal Supply Class in the NIMACS, if the item is recorded in Federal Supply Group (FSG) 11.

- (2) Submits a letter to NOCO requesting that nuclear ordnance controls be deleted at DLSC.

- (3) NOCO submits the following DICs to the FLIS:

LMD Header

LCD Change Item Name Code/Item Name (if unapproved) and RPDMRC (if RPDMRC not recorded on FLIS)

LDU Delete recorded MOE Rule Data (X001)

LDR Delete X7991 CAGE and reference data recorded on the item

LAR Add gaining services CAGE and reference data

- (4) NOCO will notify the SNOCA when the previous transactions have been approved by DLSC. SNOCA will transfer the item management records and/or assets to the Gaining Item Manager (GIM).

- (5) SNOCA will submit cataloging action to delete the item from the NIMACS. NOCO will *process cataloging action (LCI) to record the item as a NSC "T" (transfer in the NIMACS).*

NOTES: a. Originating and submitting activity in Document Control Number must be XA.

b. All effective dated transactions within the LMD package must be zero filled.

c. If the item being transferred requires a FSC Change (*DIC LCG*), the FSC must be changed prior to submittal of the transfer package. (Items in FSG 11 must be changed).

## CHAPTER 16

### GOVERNMENT/INDUSTRY REFERENCE DATA EDIT AND REVIEW (GIRDER) PROGRAM

#### 4.16.1 Purpose, Scope, and Background

a. This chapter provides the procedures for verifying all reference numbers in the Central Catalog File for a specific Commercial and Government Entity Code (CAGE). This program is known as GIRDER.

b. This chapter is applicable to the Defense Logistics Agency (DLA), Military Services, General Services Administration (GSA), the Coast Guard, the Federal Aviation Administration (FAA), National Security Agency (NSA), and Defense *Special Weapons* Agency (DSWA). These procedures are to be used by the Defense Logistics Services Center when requesting assistance from a manufacturer and by DLSC, Defense Supply Centers (DSCs), Military Services/Agencies when correcting reference data in accordance with manufacturer's recommendations.

c. There are reference numbers in the Central Catalog File which require updating because they have been superseded or replaced, represent items no longer manufactured, or are not recognized by the manufacturer. In order to assure that reference numbers are current, manufacturers are invited to participate by checking reference numbers in the Central Catalog File against their records.

#### 4.16.2 Procedures

a. Action by DLSC. DLSC will prepare a letter to a specific manufacturer(s) inviting participation in the GIRDER program. Upon receipt of a letter from a manufacturer(s) desiring to participate, DLSC will extract all reference numbers from the Central Catalog File for a specific CAGE Code on a three-part computer listing or magnetic tape. It will reflect the following:

STATUS	MFR	PART	ITEM	NATIONAL
CODE	CODE	NO.	NAME	STOCK NO.

(1) There will be a single space between each reference number.

(2) DLSC will prepare a letter to the manufacturer(s) requesting that the reference numbers be reviewed as soon as practicable and that the status code column on the listing be annotated with one or more of the following codes:

CODE	EXPLANATION
------	-------------

J	Incorrect or Inaccurate CAGE Code. Indicate J1, J2, or J3 whichever applies.
J1	CAGE Code in error (Furnish correct CAGE Code.)
J2	Production item sold. (Furnish new CAGE Code.)
J3	Product line sold. (Furnish new CAGE Code.)
K	Part number unrecognized.
L	Incorrect or inaccurate part number. Indicate L1, L2, or L3, whichever applies.
L1	New part number presents an exact duplicate of original item of production. 1/ (Furnish supporting Technical Data.)
L2	New part number represents a minor change to original item of production, however, the new item may be substituted for old item. 1/(Furnish supporting Technical Data.)
L3	New part number no longer represents original item of production. 1/ (Furnish supporting Technical Data.)
M	Obsolete part number - production line has been discontinued.
N	Other (explanation).

1/ DLSC will request technical support data from manufacturers to assist item managers with review/verification of proposed part number changes.

(a) Two copies of the computer listing or one magnetic tape will be furnished the manufacturer(s).

(b) DLSC will enclose with the letter and two-part computer listing or magnetic tape a pre-printed, self-addressed, first class mailing label as authorized by title 39, USC, section 3202b, the Postal Service. Additionally, DLSC will indicate that the mailing label is for the manufacturer's convenience in returning the requested data free of mailing costs.

(1) When a manufacturer selects the option of using DLSC-supplied computer listings, one copy will be returned to DLSC with the appropriate code/annotation in the Remarks column for each reference number.

(2) When a manufacturer selects the option of using DLSC-supplied magnetic tape, the tape will be returned with a paper listing of all reference numbers. Listed reference numbers will be properly coded/annotated in the Remarks column.

(3) Upon receipt of a copy of the annotated listing from the manufacturer(s), DLSC will interrogate the Central Catlog File for all National Stock Numbers (NSNs) for which the reference numbers are in error. The originator and submitter in the Document Control Number will be activity code 9C.

(a) The two-part computer listing will include segment A, B, C, E, H, and Z data.

(b) DLSC will prepare the necessary transactions to correct the Central Catalog File where item-of-supply concepts are not involved.

(c) For those reference numbers which DLSC cannot correct, segments A, B, C, E, H, and Z will be forwarded to the Primary Inventory Control Activity (PICA) for review and required corrections.

The data will be in 80-column fixed format on a listing.

(d) After receipt of the listing from the manufacturer annotated with one or more of the following GIRDER Codes, DLSC will take the following actions. DLSC will forward the list to the appropriate Service/Agency for action.

CODE	EXPLANATION	ACTION
J	Incorrect or inaccurate CAGE Code. Indicate J1, J2, or J3, whichever applies.	
J1	CAGE Code in error. (Furnish correct CAGE Code.)	All CAGE Code changes are worked by DLSC regardless of prime or secondary coding. Coding on the incorrect CAGE Code is changed to RNCC 5, to RNVC 9 and the new CAGE Code is coded with the same coding that was recorded on the incorrect CAGE Code.
J2	Production item sold. (Furnish new CAGE Code.)	All prime and secondary coded items will be sent by letter to the managing activity for their review and action to assure the item of supply concept is not being changed.
J3	Product line sold. (Furnish new CAGE Code.)	All prime and secondary coded items will be sent by letter to the managing activity for their review and action to assure the item of supply concept is not being changed.

TITLE	PAGE	NARRATIVE	OTHER REFERENCES
CLEAR TEXT REPLIES, CHARACTERISTICS	4.5-2	4.5.2.i	
CODIFICATION AGREEMENTS FOR INTERNATIONAL CATALOGING	4.12-9	4.12.3.a	
COLLABORATION WITH FOREIGN COUNTRIES	4.10-2, 4.12-17	4.10.2, 4.12.4	
CONFLICT NOTIFICATION	4.14-1	4.14.1.i	vols 8/9, DIC KNI vol 10, table 109
CORRECTING REFERENCE DATA BY DLSC, DSCs, AND MILITARY SERVICES/ AGENCIES (PROGRAM GIRDER)	4.16-1	4.16.1.b	
CRITICALITY CODE JUSTIFICATION	4.5-4	4.5.3b	
DD FORM - See Forms			
DEFENSE <i>SPECIAL WEAPONS</i> AGENCY	4.13-2	4.13.1.f	
DEFENSE <i>SPECIAL WEAPONS</i> AGENCY CATALOGING ACTIVITY ( <i>DSWACA</i> )	4.13-2, 4.13-3	4.13.1.g, 4.13.2.b	
DELETE REFERENCE NUMBER DATA	4.14-5	4.14.2.h	vols 8/9, DIC KDR
DELETE STANDARDIZATION RELATIONSHIP	4.14-6	4.14.2.t	vols 8/9, DIC KDS
DEMIL CODE ADD/CHANGE, INACTIVE ITEMS	4.8-7	4.8.7	vols 8/9, DIC LAD, LCD
DEMILITARIZATION CODE CONSIDERATION	4.1-5	4.1.4.c(1)	
DEPARTMENT OF ENERGY (DOE) See DOE (Department of Energy)			
DESCRIPTIVE METHOD FEDERAL ITEM IDENTIFICATION REVISION			
Action by Submitting Activity	4.8-1	4.8.1.a	
Add Reference Number	4.8-1	4.8.1.b	vols 8/9, DIC LAR
Change Reference Number Related Codes	4.8-2	4.8.1.b(4)	vols 8/9, DIC LCR
Delete Reference Number	4.8-1	4.8.1.b	vols 8/9, DIC LDR

TITLE	PAGE	NARRATIVE	OTHER REFERENCES
Nonconcurrency	4.8-2	4.8.1.c	
Proposed Revision	4.8-1	4.8.1.a(3)	vols 8/9, DIC LCC
DESCRIPTIVE METHOD REINSTATEMENT PROPOSAL	4.11-1	4.11.3	
DIFFERENTIATION CHARACTERISTICS FOR A MANUFACTURERS REFERENCE NUMBER	4.5-7	4.5.5	
DLSC CHANGE DATA (SEGMENT 1)	4.14-3	4.14.1.q	vols 8/9
DOCUMENT CONTROL	4.1-5	4.1.4.f	
DOCUMENT IDENTIFIER CODE (DIC) Input			
LAB Add U.S. National/NATO Stock Number as Informative Reference	4.12-16	4.12.3.l,m	vols 8/9, vol 11
LAD Add Data Elements	4.1-6, 4.8-3	4.1.6.d, 4.8.1.d(4)	vols 8/9, vol 11
LAM Add Catalog Management Data	4.17-2	4.17.4.a	vols 8/9, vol 11
LAR Add Reference Number and Related Codes	4.8-1, 4.8-5, 4.8-7, 4.12-5, 4.12-11, 4.12-12	4.8.1.b, 4.8.4.c(1), 4.8.8.b, 4.12.2.f, 4.12.3.c, d	vols 8/9, vol 11
LAU Add MOE Rule Number and Related Data	4.1-6, 4.12-4, 4.12-14, 4.12-18	4.1.6.b, 4.12.2.d, 4.12.3.g, 4.12.4.b	vols 8/9, vol 11
LBC Reinstate Reference Method II (NIIN only)	4.11-1, 4.11-1	4.11.2.b, 4.11.4.a	vols 8/9, vol 11
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